



CITY OF LONG BEACH

OFFICE OF THE CITY ATTORNEY

333 West Ocean Boulevard, Eleventh Floor, Long Beach, California 90802-4664

(562) 570-2200

(562) 436-1579

EXECUTIVE SECRETARY TO THE CITY ATTORNEY (Unclassified)

City Attorney, Robert E. Shannon, is seeking a qualified, professional individual to serve as his Executive Secretary. Interested applicants are encouraged to apply.

The Executive Secretary is expected to exercise a high degree of self-generated initiative and to maintain strict confidentiality.

Examples of Duties:

- Compose/edit/proof various forms of correspondence (letters, memoranda, Council letters);
- Screen visitors and telephone calls, providing information or referrals as appropriate;
- Maintain files;
- Monitor purchase orders, contracts and expenditures with outside counsel;
- Coordinate closed-session notices and meetings;
- Coordinate and attend office agenda meetings;
- Arrange meetings and travel.

Desired Qualifications:

- Minimum of five years of progressively responsible secretarial and/or office management experience;
- Thorough knowledge of City departments and the ability to interface with individuals at all levels within those departments;
- Ability to communicate effectively with the public, exercise tact and diplomacy when dealing with sensitive matters; and to work independently with minimal direction;
- Ability to initiate workflow to maintain smooth office operations in the absence of executives;
- Demonstrated experience in positions requiring confidentiality;
- Proficiency in the use of WordPerfect 11, Microsoft Word and Lotus Notes;
- Strong oral and written communication skills;
- Typing ability of 65 wpm.

Salary:

The annual salary range for this position is \$40,217 to \$61,522 depending upon qualifications.

Selection Procedure:

This position is open to current City employees only. To apply, please submit a resume and a letter of interest to Tyler A. Pike, Legal Administrator, City Attorney's Office, 333 W. Ocean Boulevard, Long Beach, CA 90802 or e-mail to Tyler_Pike@longbeach.gov. Resumes will be accepted until position is filled.

EQUAL OPPORTUNITY EMPLOYER

This information is available in an alternative format by request to the Personnel Office at (562) 570-4692. Applicants with a disability are encouraged to notify this office in advance of any necessary interview accommodations.